Arts in Action Internship Program
Policies, Safety & Housing Information
Spring 2022

The policies, procedures and requirements listed below were created to prepare UVM students for a semester interning in New York City under the direct guidance of the UVM Faculty Director. Questions or concerns regarding the policies themselves should be directed to Sophia Trigg, Internship Coordinator.

First Point of Contact

The first point of contact for participants of the Arts in Action Internship Program run by the College of Arts & Sciences in New York, NY, should be the Faculty Director, Mildred Beltre. Professor Beltre will be living in New York and will be in contact with UVM staff throughout the duration of the program. If any issues arise, Prof. Beltre will contact the appropriate staff person at UVM for assistance.

Mildred Beltre, Faculty Director
347-489-0202
Mildred.Beltre@uvm.edu

Housing (Educational Housing Service)

Due to the COVID-19 pandemic, all students will be required to comply with the EHS Health & Safety Agreement found here: https://www.studenthousing.org/student-life/st-george-towers/community/health-safety-agreement-stgeorge

Students will be housed in double rooms in the Weller Building in the St. George Towers complex owned and run by Educational Housing Services and located at 100 Henry Street, Brooklyn, New York, 11201.


Students should download the EHS app so that they may submit feedback and repair requests.
Each student will receive a regular twin-sized bed, two under-bed dresser units, a desk and a chair. Each room has a private bathroom, closet, flat-screen television with premium cable channels, apartment-size refrigerator and microwave.

Please note that NO GUESTS are allowed due to the COVID-19 pandemic. More information can be found here: https://www.studenthousing.org/student-life/st-george-towers/community/guest-policy

The building has the following amenities:

- 24-hour main entry security desk & surveillance
- Wifi
- AC, Heat, basic utilities
- ATM in Building
- Communal Kitchen
- Fitness Center
- Hydration station
- Ice machine
- Key-card entry
- Laundry facilities in building
- Mail and package services
- Professional, live-in staff
- Screening room
- Study rooms
- Vending machines

Housing costs are covered by the Arts in Action program fee.

Student Health

EHS has created new guidance in response to the COVID-19 pandemic. Please read and familiarize yourself with the required quarantine, health & safety protocols found here: https://www.studenthousing.org/about/health

- COVID testing sites in New York City can be found here: https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page
- New York State guidelines: https://coronavirus.health.ny.gov/
- Arts in Action students will be staying in the St. George Towers building. Please find specific information regarding safety and security in the building here: https://www.studenthousing.org/student-life/st-george-towers/safety
  - Please find the quarantine/isolation protocol, including services provided during the time a student is quarantined here: https://assets.ctfassets.net/vne2flhojsyj/18wTMTlxBUpBPsJhd62DeALg/369de061a5c9de04fbd6924f6d920fc4/Quarantine_Procedures_-_SG.pdf

Students participating in Arts in Action will still be eligible to use Student Health Services while in New York. However, students will be responsible for finding their own physical PCP (Primary Care Physician)
and/or psychological service provider while in New York if needed. In the event of an emergency, UVM CAPS (Counseling and Psychiatry Services), the Dean of Students Office, Student Health Services and the College of Arts & Sciences will be able to assist by providing necessary services and support to the student.

If you or another is in immediate danger or experiencing a medical emergency, call 911.

Area hospitals include:

- New York-Presbyterian / Lower Manhattan Hospital, 170 William Street New York, NY 10038, Tel: (212) 312-5110
- CityMD Urgent Care, 457 Atlantic Avenue Brooklyn, NY 11217, Tel: (718) 530-1144
- CityMD Urgent Care, 14 West 14th Street New York, NY 10011, Tel: (212) 390-0558
- DuaneReade Pharmacy Walk In, 40 Wall Street New York, NY 10005, Tel: (212) 785-0284
- NYU Langone Cobble: Hill Emergency Room, 83 Amity Street Brooklyn New York, NY 11201, Tel: (646) 754-7900
- Mount Sinai Doctors, 300 Cadman Plaza West New York, NY 11201, Tel: (929) 210-6000

Before you depart, make sure you consider and complete the following steps with your current doctors/physicians or other medical providers:

1. MAKE A PLAN WITH YOUR DOCTOR:
   a. Keep in mind that moving to a new city and experiencing a transition to a new environment, new culture, new food, etc. can exacerbate or uncover physical and mental illness. It is important to work with your health professionals to make a plan for dealing with your health.
   b. Before you depart, make sure you visit your doctors, dentists, and any other health care practitioners that you regularly see. During these visits, you should discuss any medical issues you have that may affect your experiences abroad.
   c. Ask your doctors for recommendations for Primary Care Physicians or health services in New York and fill out any forms that would allow your current doctor to send information and records to your new doctor in New York.
   d. Make sure your health records are up to date and that you have copies of them that you can access if needed. This is particularly important if you have a medical condition or if you expect to need medical care in New York.

2. PRESCRIPTION DRUGS:
   a. If you are taking any prescription drugs with you, please visit your health care provider prior to departing to discuss transporting your medications.
   b. Ask your health care provider and insurance company for guidance on how to secure a sufficient supply of medication to last through your stay. Or, find out if you can transfer your prescription refills to a location in D.C. for pickup.
   c. For safety reasons, it is best to carry your medication in their original, clearly labeled containers along with a copy of the original prescription while travelling.
   d. Always keep your medications in your carry-on bag.
e. If you have a medical condition, consider wearing a medical alert bracelet or other notification.
f. Bring photocopies of your prescriptions- even a glasses/contact lens prescription.

3. IF YOU HAVE UVM STUDENT HEALTH INSURANCE (UVM SHIP)...
a. If you are planning on enrolling in UVM SHIP (student health insurance) during the semester you are away, you MUST contact the student health insurance office to coordinate a new PCP (Primary Care Provider). Visit the UVM SHIP website for more information. Contact studentInsurance@uvm.edu with any questions.

Meals
Students are responsible for purchasing their own food and meals. St. George Towers does have a large communal kitchen, so students are advised to work together to grocery shop and cook. There are several local grocery stores within walking distance of the building. There is also a CVS Pharmacy within a 3 minute walking distance.

Travel
St. George Towers is within walking distance of the following public transportation hubs:

- B25, B61 and B63 bus routes
- Subway lines 2, 3, A, C, R, 4 and 5

Students may also elect to use CitiBikes for another economical option. If students choose to use taxi services or apps like Uber or Lyft, they are advised to take caution when entering a vehicle and stay alert throughout their journey.

New York City uses two main airports, JFK (John F. Kennedy) and LaGuardia. Students should make sure to research travel times to and from both airports to determine which one to use.

Student Accessibility Services and ADA Housing Accommodations
Students requiring any accommodations should be in contact with UVM’s Student Accessibility Services (SAS) office to document their needs. SAS will be in contact with the Faculty Director and the housing company to ensure that all conditions are met. While in New York, EHS (Educational Housing Services) will have staff on hand to handle any issues or additional requests. Please note that EHS will be in contact with SAS to report and/or confirm any additional student needs.

Sexual Harassment:
In an emergency, or if you or another is in imminent physical danger, call 911.
For resources in New York City regarding reporting sexual harassment, please reference pages 24-26 of
the EHS (Educational Housing Service) Student Code of Conduct Guide for phone numbers and contact
information. Find EHS’s Student Code of Conduct Guide here:
https://www.studenthousing.org/img/sgguide.pdf

Students are also encouraged to get in touch with the Faculty Director Mildred Beltre or any of UVM’s
other health resources in the event of harassment. If you have questions or concerns about sexual
harassment, please refer to UVM’s Sexual Harassment Policy

Student Conduct

Students will be held to UVM’s Student Code of Conduct while participating in Arts in Action. This means
that UVM’s policies overrule the EHS Student Code of Conduct. If students are found to be in violation of
UVM’s students conduct policy, the EHS (Educational Housing Service) staff will be in contact with UVM
and the student will be held to UVM’s review process.

UVM’s Students Code of Conduct can be found here:
http://www.uvm.edu/policies/student/studentcode.pdf

EHS’s Code of Conduct can be found here:
https://assets.ctfassets.net/vne2flhojsyj/6sgRQARV28KBwybhQgclZN/bbf2778e3d75084ea8b999f7771789f/policiesstg- covid.pdf

Please also note that students participating in Arts in Action will be considered off-campus students and
will be expected to follow any local laws or ordinances and will be held to the off-campus student
expectations found here: https://www.uvm.edu/sconduct/?Page=ExpectOffCampus.html&SM=menu-
student.html

Money and Voting:

1. NOTIFY YOUR FINANCIAL INSTITUTIONS:
   a. It is crucial to notify all of your banks and credit card companies prior to traveling for an
      extended period to avoid your card being frozen or disabled due to suspected fraud. It is
      also advised that you ask for the best practice if your card is lost/stolen, and their policy
      for getting a new card sent to you at a temporary address.

2. PREPARE TO VOTE WHILE AWAY:
   a. If you are a US citizen, voting in US elections is your right and civic duty. You can still
      vote in all local, state, and national elections using an absentee ballot while in D.C. Make
      sure to follow the process for getting an absentee ballot mailed to you, and pay
      attention to the date you are required to return it via mail.
   b. The voter registration and absentee ballot request processes are different depending on
      your state of residency. Typically UVM students who are US Citizens are allowed to
register to vote in either Vermont or their home state. Please see here for additional information and resources for voting via absentee ballot.